

## MOVE IN/OUT & SHIPPING

---

Exhibit Installation

Exhibit Removal

Freight Shipping  
Procedures

ABF Shipping  
Discounts

Move In Schedule

Truck Information

Truck Route

# EXHIBIT INSTALLATION

## BOAT/BULK EXHIBITORS

- Complete and return the Boat Information & Layout form by November 30.
- Targeted move in times will be assigned for boat and bulk space exhibitors by December 23.
- Exhibit move-in will begin on Saturday, January 21 at 10am.
- Carpet Installation—If you are not using the official decorator (Long Island Exposition L.I.E.) to install/remove your carpet you must have your approved exhibitor appointed contractor abide by the carpet installation times located on the move-in schedule.  
**ALL CARPET MUST BE LAID IN ADVANCE OF YOUR MOVE IN TIME IN ACCORDANCE WITH THE NMMA CARPET INSTALLATION COMPLETION SCHEDULE.**

## BOAT HANDLING

- Access to the show floor is scheduled according to the location of your space and the movement of boat handling equipment.
- All vehicles must check-in at the south check in room on 12th avenue approximately 1 block north of 34th street.
- All vehicles and trailers must be removed immediately after unloading.
- Exhibitor must be on hand to supervise boat placement within their exhibit space.
- Boats must be accompanied by the proper weight bearing, cradle, dolly, stand or trailer. Wooden blocks and boat stands (Chained /tied together to ensure stability) are recommended.

## IN LINE BOOTH EXHIBITORS

- Booth exhibitors will begin moving into their spaces on Tuesday January 24, 8am-6pm.
- All vehicles must check-In on 12th avenue approximately 1 block north of 34th street.
- All displays must be “show ready” by Wednesday, January 25, by 10am.
- Exhibit materials directed to the warehouse will be delivered to your booth and ready for you to begin setting up no earlier than 8AM on January 24.

## LABOR

- Teamster Union—Unload trucks or vehicles and deliver materials to and from booths. - No cost to exhibitors
- Carpenter Union—Required for install/dismantle and carpet labor for exhibit booths - Order forms are in Decorator order forms.
- Electrical Union—Handle all electrical work inside the Javits Center - Order forms are in Javits Center order forms
- For more information on Union Jurisdictions, please see the Labor Jurisdictions in the Decorator order forms.

